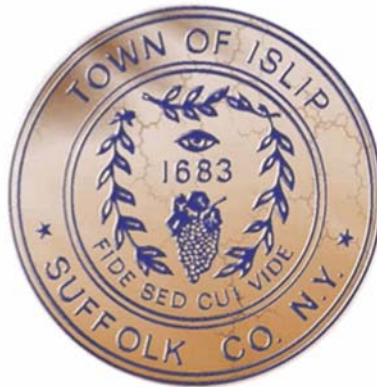


TOWN OF ISLIP
COMMUNITY DEVELOPMENT AGENCY /
ISLIP'S HOUSING DEVELOPMENT FUND COMPANY

REQUEST FOR PROPOSALS (RFP)

For Fiscal Years Ending
June 30, 2024 through June 30, 2026
(with a two-year renewal option)

Professional Independent Auditing Services



Proposal Due Date:

May 31, 2024, no later than 4:30 P.M.

Town of Islip Community Development Agency
15 Shore Lane
PO Box 5587
Bay Shore, NY 11706
Phone: (631) 665-1185
Fax: (631) 665-0036

I. Introduction and Statement of Purpose

This request for proposal (RFP) is issued by the Town of Islip Community Development Agency (the "Agency") and Islip's Housing Development Fund Company (the "Fund") who are requesting proposals from qualified certified public accounting firms to perform independent audits of the financial statements for the fiscal years ending June 30, 2024, June 30, 2025 and June 30, 2026, with a renewal option for June 30, 2027 and June 30, 2028. These audits are to be performed in accordance with the provisions described below in the Scope of Services section. This RFP is a solicitation to bid and not an offer of a contract.

II. Background

The Town of Islip Community Development Agency

The Town of Islip Community Development Agency was organized in 1976 as a public benefit corporation under the Urban Renewal Law. The Agency is the successor to the Town of Islip Urban Renewal Agency, which was established in 1974. The Urban Renewal Law grants to the Agency broad community development and urban renewal powers, including residential rehabilitation and development, assisting financially with constructing, acquiring, rehabilitating and improving industrial and manufacturing plants and constructing municipal improvements. The Agency is a public authority subject to compliance with the NYS Authorities Budget Office.

The Agency currently administers three grants from the U.S. Department of Housing and Urban Development, including the Community Development Block Grant (including program income), the HOME Investment Partnerships Program (including program income) and the Emergency Solutions Grant. The combined grants total approximately \$2,500,000.00. The Agency also is winding down grants received in response to the COVID-19 pandemic, including the Emergency Rental Assistance Program, Community Development Block Grant – CARES Act Fund and the Emergency Solutions Grant – CARES Act Fund. The Agency also administers program income generated from the Housing Opportunities for Persons with AIDS Program and Neighborhood Stabilization Programs. There are also occasional state, county and other funding sources. Program income is generated from loan and mortgage repayments, recapture of funds upon sales of homes/properties, and rental income.

The Agency is governed by a five member Board of Directors who are appointed by the Town of Islip Board and serve five year terms. The Agency Board of Directors appoints the Executive Director who is responsible for overseeing the day-to-day administration. The management team also includes General Counsel, the Chief Financial Officer and Director of Affordable Housing and Project Development.

Islip's Housing Development Fund Company

The Fund is a New York governmental not-for-profit corporation that was organized in 1990 under the Private Housing Finance Law of New York, the Not-For-Profit Corporation Law of New York, and Internal Revenue Code Section 501(c)(3). The Fund cooperates with the Town of Islip Community Development Agency (Agency) in various activities related to the provision of housing for low and moderate-income families. Under the Private Housing Finance Law and its certificate of incorporation and by-laws, the Fund is authorized to develop housing projects within the Town of Islip, New York, for persons and families of low income. The Fund also owns and maintains 28 rental units.

The Fund is governed by a seven-member Board of Directors consisting of a Chairman, Secretary, President, and four other Board members. The President and Secretary of the Fund do not vote. The Fund does not have any employees and reimburses the Agency for the bookkeeping, project management, maintenance and groundskeeping services it provides to the Fund.

The Agency and the Fund are component units of the Town of Islip, New York.

III. Scope of Services

The scope of services to be provided by the certified public accounting firm are as follows:

1. Perform an annual audit of the Agency's basic financial statements for years ending June 30, 2024, 2025 and 2026. This audit must be performed in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. This must include a report on internal controls over financial reporting and compliance and other matters.
2. Perform an annual audit of the Fund's basic financial statements for years ending June 30, 2024, 2025 and 2026. This audit must be performed in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. This must include a report on internal controls over financial reporting and compliance and other matters.
3. Perform a single audit for the Agency for years ending June 30, 2024, 2025 and 2026. This audit must be performed in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States and requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards.

4. Non-audit services such as assistance with the compiling of the basic financial statements, based on trial balances provided, preparation of the notes to the basic financial statements and schedule of federal awards. These services will be overseen by the Chief Financial Officer.
5. Filing with the Federal Clearinghouse for the Agency's Single Audit Report.
6. Preparation of the Fund's Tax Form 990 Return of Organization Exempt from Income Tax and NYS CHAR 500 Charities Annual Filing.
7. The audits should also include recommendations of possible improvements and advice to the Agency and Fund as to accounting matters and records.
8. Other related activities, such as:
 - a. Time allotted for meeting with the Agency Audit Committee and Fund Board of Directors, as necessary.
 - b. Address routine accounting inquiries throughout the year, including the applicability of Government Accounting Standards Board pronouncements.

The above services will be contracted for the years ending June 30, 2024, 2025 and 2026, with a two-year renewal option.

IV. Proposal Requirements

Firms wishing to be considered for the audit engagement must submit a proposal to the Agency and Fund which contains, at a minimum, the following information.

1. Demonstrate your Firm's experience, including a minimum of 5 years of government accounting and auditing experience with special emphasis on auditing for Community Development Agencies or organizations administering CDBG funds. Please detail your accomplishments.
2. Demonstrate your Firm's qualification and experience with particular emphasis on Generally Accepted Accounting Principles (GAAP). Please detail your accomplishments.
3. List the names, credentials, and experience of the Partners (including the Quality Control Partner) that would be overseeing these engagements, the individual to be designated as audit manager and other key personnel that would be assigned to this engagement. Indicate whether each person is registered or licensed to practice as a certified public accountant in New York State.
4. Provide your Firm's general availability to start and complete the audits and the approach to the audit. For example, indicate whether you plan to conduct remote or in-office document reviews.

5. Provide an estimate of the total number of audit hours, broken down by level of staff and hours that would be committed to activities required by the audits.
6. Provide a brief description of your Firm's services in response to the Scope of Services section outlined above. This should include a proposed audit plan describing the recommended technical approach, including tasks and projected timetables, to be used in performing the audits.
7. A listing of similar government entities the Firm has been under contract for independent auditing services with over the past three years with a minimum of three references (i.e., the name of the Agency, address, Executive Director, telephone number, and website). Please indicate if the client is a current or former client.
8. Evidence of Professional Liability coverage at a minimum of \$1,000,000, Workers' Compensation Insurance and Employers' Liability at a minimum of \$500,000, and General Liability at a minimum of \$1,000,000 per occurrence.
9. Provide a copy of the Firm's most recent peer review report.
10. All Firms must include a completed and signed Non-Collusive Proposal Submission Certification, Firm Questionnaire, Conflict of Interest Form and Iran Divestment Act Certifications (see attached Exhibits A-E)
11. If you are an MBE or WBE-owned Organization, please describe how your Firm qualifies.
12. Cost proposals should include the following:
 - a) Provide the total all-inclusive cost *for each year* to be audited. This should include all services in the Scope of Services section above, including tax return preparation and accounting services for years ending June 30, 2024, 2025 and 2026 as well as renewal years of June 30, 2027 and 2028.
 - b) The costs for the Agency and the Fund services must be itemized separately.
 - c) Direct hourly rates to be paid (by staff level and estimated hours to complete).
 - d) Out-of-pocket expenses for Firm personnel (e.g., travel, lodging, etc.).

The Agency and Fund will not pay any costs associated with the preparation, submittal or presentation of any proposal. The Agency and Fund shall also not be responsible for any Firm's costs associated with interviews or contract negotiations.

V. Selected Criteria

The selection of a qualified certified public accounting firm will be based upon the following criteria:

1. The economy and feasibility of the cost proposal.
2. The Firm's insight into and understanding of the audits to be performed, as reflected by the responsiveness, thoroughness, creativity, and feasibility of the Firm's approach to the requirements set forth in this RFP.
3. Relevant experience and qualifications of personnel to be assigned to the audits.
4. The Firm's demonstrated level of competence in the field of governmental accounting and grant accounting.
5. The adequacy of the Firm's proposed management and staffing plan for the audit.
6. Practicality of proposed time schedules and work plans.

VI. Administrative Information and Conditions

All proposals submitted must be signed by a member of the bidding Firm duly authorized to execute contracts on behalf of the Firm.

This RFP process will adhere to the following timetables:

1. Inquiries

Any questions or requests for additional information regarding this proposal must be submitted via email by **Thursday, May 23, 2024 by 4:30 P.M.** to

Renee Sumpter, CFO
Town of Islip Community Development Agency
Email: rsumpter@islipcda.org

Please insert *Town of Islip CDA/IHDFC Auditor RFP Inquiry* in the subject line of the email. The questions and responses will be distributed to all prospective bidders via email who have submitted a valid email address by **Tuesday, May 28, 2024 by 4:30 P.M.**

2. Submissions of Proposals

Interested certified public accounting firms should submit three (3) copies, along with a PDF copy on a USB/thumb drive, of their proposal and certifications in a sealed package. Proposals must either be sent by registered mail or hand delivered by **4:30 P.M. May 31, 2024** to:

Town of Islip Community Development Agency
15 Shore Lane
P. O. Box 5587
Bay Shore, NY 11706

3. Accounting Firm Selections

Bidder proposals will be reviewed by the Agency's Audit Committee and Fund's Board of Directors, which will evaluate the proposals and make a recommendation. The final decision on auditor selection for purposes of this engagement rests with the Agency's and Fund's Board of Directors. An award, if any, will be made by the Agency and Fund no later the August 8, 2024.

4. Notification of Award and Contract

All respondents will be notified in writing of the Agency and Fund's selection of an Audit Firm no later the August 15, 2024. The successful firm, if any, will be advised by the Agency through a "Letter of Intent." A contract defining all deliverables and the specific responsibilities of the Firm will then be negotiated.

5. Timing of Work and Reports

The audits shall be completed and a draft copy of the audited financial statements be available to the Town of Islip Community Development Agency and Islip's Housing Development Fund Company no later than January 15th of each year.

VII. Other Conditions Governing the RFP and Audit Proposals

By submitting a proposal, the bidder agrees that he/she will not make any claims for or have any right to damages because of any misinterpretation or misunderstanding of the specifications or because of any misinformation or lack of information.

Please read the following insurance requirements carefully and take special note of the provisions related to coverage and disclosure. The selected firm must have and continuously maintain insurance in the following types and amounts.

The coverage is subject to change.

General Liability – \$1,000,000 per occurrence, with the Town of Islip Community Development Agency and Islip’s Housing Development Fund Company named as additional insured.

Workers' Compensation Insurance & Employers liability – \$500,000.

Professional Liability – \$1,000,000

All such insurance shall include an unconditional provision for not less than 30 days prior notice of cancellation or modification of coverage.

Any contract awarded will be for a period of three (3) years with a renewal option for two (2) years. Total reimbursement for services provided by the firm may not exceed the maximum price specified for each fiscal year subject to audit (i.e., fiscal years ending June 30, 2024, June 30, 2025 and June 30, 2026 and renewal years of June 30, 2027 and June 30, 2028).

VIII. Right to Reject Proposals

The Agency and Fund will reject Proposals of any organization or individual debarred by the U.S. Department of Housing and Urban Development (HUD) and reserves the right to reject the proposal of any respondent who has previously failed to perform any contract properly.

The Agency and Fund reserve the right to reject any and all proposals, to waive formalities, and to select the proposal and Firm that, in the Agency/Fund’s sole discretion, are in the best interests of the Town of Islip Community Development Agency and Islip’s Housing Development Fund Company.

IX. Mandatory Qualifications of the Auditor

Each responding Firm must affirm that the proposer is properly licensed by New York State for public practice as a certified public accountant. To be consistent with generally accepted governmental auditing standards (GAGAS), public accountants must be licensed by New York State.

Exhibit A: Non-Collusive Proposal Submission Certification

The Proposer certifies as to its Firm, under penalty of perjury, to the best of their knowledge and belief:

1. The pricing proposed is determined independently without collusion, consultation, communication, or agreement, to restrict competition as to any matter relating to such prices with any other proposer or with any competitor.
2. Unless otherwise required by law, Proposal prices quoted have not been knowingly disclosed by the Proposer and will not knowingly be disclosed by the Proposer before opening, directly or indirectly, to any other proposer or any competitor; and
3. No attempt has or will be made by the Proposer to induce any other person, partnership, or corporation to submit or not to submit a proposal to restrict competition.

The undersigned attests under penalty of perjury that I am an authorized representative of the Proposer and that the foregoing statements are true and accurate.

Name of Proposer: _____

Signature of Authorized Representative: _____

Exhibit B: Firm Questionnaire

1. Identify all adverse determinations against your Firm, its employees, or persons acting on its behalf concerning actions, proceedings, claims, or complaints concerning violations of federal, state, or municipal equal opportunity laws or regulations.

2. Has your Firm, its employees (present or past), or anyone acting on its behalf, ever been convicted of a crime or offense arising directly or indirectly from the conduct of your Firm's business?

3. Has any of your Firm's officers, directors, or persons exercising substantial policy discretion ever been convicted of any crime or offense involving business or financial misconduct or fraud? If so, please describe any such convictions and surrounding circumstances in detail.

4. A description of actions, lawsuits, proceedings, or investigations pending or threatened against your Firm, including, without limitation, any proceeding known to be contemplated by government authorities or private parties.

5. Has your Firm, its employees, or anyone acting on its behalf been indicted or charged in a pending criminal matter arising directly or indirectly from the conduct of your Firm's business?

6. Have any of your Firm's officers, directors, or persons exercising substantial policy discretion been indicted or charged in connection with any criminal matter involving business or financial misconduct or fraud which is still pending? If so, describe any such indictments or charges and circumstances in detail.

The undersigned attests under penalty of perjury that I am an authorized representative of the Proposer and that the foregoing statements are true and accurate.

Name of Proposer: _____

Signature of Authorized Representative: _____

Exhibit C: Conflicts of Interest

1. Please disclose:
 - a. Any material financial relationships that your Firm or any organization employee has that may create a conflict of interest or the appearance of a conflict of interest in contracting with the Agency or Fund.

 - b. Any family relationship your Firm's employees has with an Agency member, employee, or official that may create a conflict of interest or the appearance of a conflict of interest in contracting with the Agency or Fund.

 - c. Any other matter that your Firm believes may create a conflict of interest or the appearance of a conflict of interest in contracting with the Agency or Fund.

2. Please describe or attach any procedures your Firm has or would adopt to assure the Agency or Fund that a conflict of interest would not exist for your Firm in the future.

The undersigned attests under penalty of perjury that I am an authorized representative of the Proposer and that the foregoing statements are true and accurate.

Name of Proposer: _____

Signature of Authorized Representative: _____

Exhibit D: Iran Divestment Act Certification

The Iran Divestment Act of 2012 (“Act”), Chapter 1 of the 2012 Laws of New York, added State Finance Law (SFL), §165-a and General Municipal Law §103-g, effective April 12, 2012. Under the Act, the Commissioner of the New York State Office of General Services (“OGS”) developed a list (“Prohibited Entities List”) of “persons” who are engaged in “investment activities in Iran” (both are defined terms in the law). In accordance with SFL § 165-a(3), the Prohibited Entities List may be found on the OGS website at <http://www.ogs.ny.gov/about/regs/docs/ListofEntities.pdf> . Pursuant to General Municipal Law §103-g, by signing below, Bidder certifies as true under the penalties of perjury that: By submission of this proposal each Bidder and each person signing on behalf of any Bidder certifies, and in the case of a joint proposal each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each Bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of section 165-a of the State Finance Law.

A proposal shall not be considered for award nor shall any award be made where the certification has not been made, provided, however, that if in any case the Bidder cannot make the certification, the Bidder shall so state and shall furnish with the proposal a signed statement which sets forth in detail the reasons therefor. The Agency and/or the Fund may award a contract to a Bidder who cannot make the required certification on a case-by-case basis if:

1. The investment activities in Iran were made before April 12, 2012, the investment activities in Iran have not been expanded or renewed after April 12, 2012, and the person has adopted, publicized, and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or

2. The Agency and/or the Fund makes a determination that the goods and services are necessary for the Agency and/or Fund to perform its functions and that, absent such an exemption, the political subdivision would be unable to obtain the goods or services for which the contract is offered. Such determination shall be made in writing and shall be a public document. During the term of the Contract, should the Agency and/or the Fund receive information that a person is in violation of the above referenced certifications, the Agency and/or the Fund will offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then the Agency and/or Fund shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages, or declaring the contractor in default. The Agency and/or the Fund reserves the right to reject any bid, proposal, contract or request for assignment for an entity that appears on the Prohibited Entities List prior to the award or execution of a contract or any renewal thereof, as applicable, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the Prohibited Entities List after contract award.

Name of Proposer: _____

Signature of Authorized Representative: _____

Date: _____

Exhibit E: Bidder’s Certification of Compliance with Iran Divestment Act

Pursuant to General Municipal Law Section 103-g, which generally prohibits the Town of Islip Community Development Agency and/or Islip’s Housing development Fund Company, Inc., from entering into contracts with persons engaged in investment activities in the energy sector of Iran, the bidder/proposer submits the following certification:

(Please check One)

BIDDER’S CERTIFICATION

___ By submission of this bid or proposal, each bidder/proposer and each person signing on behalf of any bidder/proposer certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief, that each bidder/proposer is not on the list created pursuant to paragraph(b) of subdivision 3 of Section 165-1 of the State Finance Law.

___ I am unable to certify that my name and the name of the bidder/proposer does not appear on the list created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the State Finance Law. I have attached a signed statement setting forth in detail why I cannot so certify.

Dated: _____, New York

_____, 2024

Signature

Printed Name

Title

Sworn to before me this
___ day of _____ 2024

Notary Public